



SCHOOL of HISTORY, CLASSICS and ARCHAEOLOGY
 The University of Edinburgh
 William Robertson Wing
 Teviot Place
 Edinburgh EH8 9AG

PRE-HONOURS/FIRST AND SECOND YEAR COURSES
Request for Extension of Written Coursework

For the student to complete

Student's name and matric number.....
 Student's year of study Original submission date
 Course Organiser
 Name of Course
 Grounds for requesting extension

 Date Today Length of extension requested

Please hand completed form to Undergraduate Reception (G.08) Open Mon – Fri 9-5
OR Student Support Office, Ground Floor G.06

Please note that the usual late penalties will apply to all work not submitted by 12 noon on the authorised extension date. (See Overleaf)

Office Use Only

For the Course Organiser to complete

Request authorised/recommended
 Yes/No

 New submission date

 Course Organiser's signature

 Date

For extensions longer than 7 days

Head of Subject Area to complete

Request authorised
 Yes/No

 New submission date

 Head of Subject Area signature

 Date

P.T.O.

School of History, Classics and Archaeology
Coursework Extensions: Important Information and Guidance for Students

It is essential for fairness that all students hand in their coursework by the published deadlines.

Late Coursework

Late coursework submitted without an authorised extension will be recorded as late and the following penalties will apply: 5 percentage points will be deducted for every working day it is late, up to a maximum of 5 working days. After this time a mark of zero will be recorded.

An initial mark of 70% will therefore be reduced to 65, 60, 55, 50 and 45 over five working days, and then to 0.

These penalties follow the University's Assessment Regulations.

Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension.

Extensions

It is your responsibility to apply for an extension *in advance* of the published submission deadline. Sympathetic consideration will be given to requests for extensions where there are exceptional circumstances involving medical or personal problems. The following, however, will not be accepted as good reasons for late coursework:

- More than one piece of work due on the same deadline. Deadlines are published well in advance and you should plan your time to meet them
- Computer or printer problems and similar reasons. You should back up your work regularly and not rely on one saved copy only

You may be asked to produce documents such as a medical certificate to support your extension request.

Please remember that you do not have an extension until authorisation has been confirmed.

If you submit coursework after an authorised extended deadline, the usual penalties for late submission will apply.

To request an extension

All 1st & 2nd year students:

- You should contact your Course Secretary, in the first instance who will pass your request on to your Course Organiser. You will be informed whether your request has been granted and your new deadline will be confirmed.
- You should attach a copy of the confirmation of the extension to your coursework when you submit it so that the date can be checked and recorded against the authorised extended deadline, and penalties avoided.
- If you think you may need a longer extension than a few days, or your reasons are particularly complicated or of a personal nature, you should discuss the matter with the Student Support Officers or your Director of Studies.

All 3rd and 4th year students:

- You should contact the Student Support Office in the first instance who will pass your request on to your Director of Studies. You will be informed whether your request has been granted and your new deadline will be confirmed.